

BERTHA BARTLETT PUBLIC LIBRARY BYLAWS

I. Library Board

A. According to the requirements of Ordinance # 115.03, City of Story City, the library board of Bertha Bartlett Public Library, Story City, shall consist of seven members to be appointed from time to time by the Mayor, with the approval of the City Council. At least five (5) members of the Board shall be bona fide citizens and residents of the City of Story City, and nor more than two (2) nonresident persons may be nominated by the mayor and approved by the council to serve on the Board of Trustees.

i. Term of Office. All appointments to the Board shall be for three (3) years, except to fill vacancies. Each term shall commence on July First. Appointments shall be made annually of 1/3 the total members, or as near as possible, to stagger terms.

ii. Vacancies. The position of any resident Trustee shall be vacated if such member moves permanently from the City. The position of any Trustee shall be deemed vacated if such member is absent from six (6) consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City. Vacancies in the Board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.

B. The general powers and duties of the Bertha Bartlett Public Library Board are outlined in Ordinance # 115.06, City of Story City.

C. The Board shall exercise its powers and duties by:

i. Hiring of Personnel. To employ a library director, and authorize the library director to employ such assistance and employees as may be necessary for the proper management of the Library, and fix their compensation; provided, however, that prior to such employment, the compensation of the library director, assistants, and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.

ii. Removal of Personnel. To remove the library director, by two-thirds (2/3) vote of the Board, and provide procedures for the removal of the assistants or employees for misdemeanor, incompetency, or inattention to duty, subject however, to the provisions of Chapter 70 of the Code of Iowa.

iii. Rules and Regulations. To cooperate with the library director in determining and adopting written policies to govern the operation and

program of the library including personnel policies and policies governing the selection of library materials, supplies, and equipment.

- iv. Record of Proceedings. Reporting to and cooperating with other public officials, boards, and the community as a whole to support a public relations program for the library.
- v. Expenditures. Assisting in the preparation of and seeking adequate support for the annual budget.
- vi. Building. To maintain and operate the physical plant.
- vii. Goals. Developing long-range goals for the library and working toward their achievement.

II. Officers.

- A. The officers of the Board shall consist of a President, a Treasurer, and a Secretary. Their terms of office shall be for one year. Officers shall be elected annually in July, and hold office until their successors are elected and installed. Officers may succeed themselves in office, providing that none serves more than three terms in the same office.
- B. The duties of all officers shall be such as by custom and law and the rules of this board usually devolve upon such officers in accordance with their titles.

III. Meetings.

- A. Regular meetings shall be held monthly, date and hour to be determined by the Board, in the Library or such other places as the Board determines.
- B. The Board shall review the previous year's financials annually, at a regular Board meeting, through an annual report created by the library director.
- C. Special meetings may be held at any time at the call of the President or Secretary or at the call of any two members of the Board, provided that notice thereof be given to all Trustees at least 24 hours in advance of the special meeting.
- D. A quorum at any meeting shall consist of four (4) or more members.
- E. Order of business shall include the following elements:
 - Approval of agenda
 - Roll call
 - Approval of minutes of previous meeting
 - Citizen's appearance
 - Financial report and approval of expenditures
 - Correspondence and communications
 - Committee reports
 - Unfinished Business
 - Report of the library director
 - New business
 - Adjournment

- F. An agenda for Board meetings shall be prepared and posted by the library director in cooperation with the President of the Board.
 - G. All meetings of the Board are open to members of the public who wish to observe. Non-board members who wish to address the Board may do so in accordance with the Library's Citizen's Appearance and Correspondence policy.
 - H. Robert's Rules of Order shall govern in the parliamentary procedure of the Board.
- IV. Committees.
- A. The Board may appoint such special committees as may be needed from time to time.
- V. Library Director.
- A. The Library Director shall be the executive director of the policies adopted by the board.
 - i. Purchases. To select and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other Library materials, furniture, fixtures, stationery, and supplies for the Library within budgetary limits set by the Board.
 - ii. Staff. To recruit, train, and assign members of the Library staff.
 - iii. Reports. To inform the Board continually and completely regarding the finances, public services, physical plant, personnel, collection, and other developments, changes, and problems of the Library.
 - iv. Board Meetings. The Library Director shall be in attendance at all meetings of the Board except those at which his/her tenure or salary is to be discussed or decided. Assistant Librarians and other employees are encouraged to attend.
- VI. Amendment to Bylaws.
- A. Amendments to these Bylaws may be adopted at any regular meeting of the Board, provided that notice of proposed amendments be given to all members of the Board in advance (48 hours) of the meeting.

Adopted 6/27/1988

Updated 9/2022; 12/2025; 2/2026